

# VG&M

VICTORIA GALLERY & MUSEUM

## Education Internship

Hours:	1-2 days per week, 10am – 5pm
Remuneration:	Travel expenses paid
Reporting to:	Kirsty Hall, Education Officer
Start date:	November 2013
End date:	September 2014 (dates are flexible)

The Education Department at the Victoria Gallery & Museum (VG&M) is offering an internship post which will enable the successful applicant to gain key skills and experiences in heritage learning. This role would benefit those hoping to study for or currently studying for a postgraduate qualification in a relevant subject or actively seeking employment in the heritage education sector.

The internship will give the postholder valuable work experience and an insight into how education projects are run in a medium-sized museum and gallery and within a small team. The postholder is expected to work one or two weekdays. There will be the option to help with some weekend events. There is no remuneration for this post.

### Responsibilities

- Developing a knowledge of the VG&M's events and programmes.
- Assisting with the development, planning and set up of workshops and events.
- Involvement in student engagement programme.
- Providing web copy and posters for education events.
- Assisting with the creation of gallery trails, worksheets and information sheets.
- Basic administrative tasks, including updating the education mailing lists, inputting visitor evaluation information.

### Person Specification

- Studies in History, Art History, Fine Art, Teaching or related field.
- Experience of working in a learning environment.
- Excellent written and verbal communication skills and ability to work with the public.
- Ability to work independently.
- Excellent organisational skills, creative thinking and attention to detail.
- Good computer literacy – Word, Excel, Photoshop.
- Flexible approach to work.
- A demonstrable interest in the heritage sector and awareness of current issues.

## **VG&M Background**

The Victoria Gallery & Museum (VG&M) is housed in the Grade II listed Victoria Building on Brownlow Hill, the University's original site. Designed by Alfred Waterhouse, the Victoria building's distinctive red brick exterior inspired the term 'red brick' university.

The VG&M opened to the public in July 2008 as part of the University of Liverpool's Capital of Culture celebrations.

The opening of the VG&M gave the people of Liverpool the opportunity to enjoy the restored stunning Victorian architecture as well as enjoying the University of Liverpool's significant art and heritage collections acquired by the University throughout its 125 year history.

The VG&M is open to the public Tuesday – Saturday, 10am – 5pm and entry to all exhibitions is free.

## **How to apply:**

Please send your CV and covering letter preferably by email to the Visitor Services Team:

[vgmrecep@liverpool.ac.uk](mailto:vgmrecep@liverpool.ac.uk)

Postal applications should be sent to the address below.

**Deadline for receipt of applications is 12 noon, Friday 4<sup>th</sup> October 2013.**

Victoria Gallery & Museum  
Ashton Street  
off Brownlow Hill  
University of Liverpool  
L69 3DR

Tel: 0151 794 2348

<http://vgm.liv.ac.uk>